

Council for Australian-Arab Relations (CAAR)

2023-24 Grant Round Guidelines

Opening date:	1 December 2023, 1100, hours (AEST)
Closing date and time:	12 January 2024, 1500, hours (AEST)
Commonwealth policy entity:	Department of Foreign Affairs and Trade (DFAT)
Enquiries:	<p>If you have any questions, contact the Council for Australian-Arab Relations (CAAR) Tel: (02) 6261 2090, Email: caar@dfat.gov.au</p> <p>Questions should be sent no later than 22 December 2023</p>
Date guidelines released:	1 December 2023
Type of grant opportunity:	Open competitive

Contents

1. International Relations Grants Program: 2023-24 CAAR Grant Round processes	4
2. About the grant program	5
2.1 About the Council for Australian-Arab Relations (CAAR).....	5
3. Grants amount and period available.....	6
3.1 Grant available.....	6
3.2 The 2023-24 Grant Round period.....	6
4. Eligibility criteria	6
4.1 Who is eligible to apply for a grant?.....	6
4.2 Who is not eligible to apply for a grant?.....	7
4.3 What qualifications, skills or checks are required?	7
5. What the grant money can be used for	8
5.1 Eligible grant activities	8
5.2 Eligible locations:	8
5.3 Eligible expenditure.....	8
5.4 What the grant money cannot be used for.....	9
6. The assessment criteria.....	9
7. How to apply.....	10
7.1 Attachments to the application.....	11
7.2 Joint (consortia) applications	11
7.3 Timing of grant opportunity processes.....	12
7.4 Questions during the application process.....	12
8. The grant selection process	12
8.1 Assessment of grant applications	12
8.2 Who will assess applications?	13
8.3 Who will approve grants?	13
9. Notification of application outcomes.....	13
9.1 Feedback on your application	13
10. Successful grant applications	13
10.1 The grant agreement	13
10.2 Specific legislation, policies, and industry standards.....	14
10.3 How we pay the grant	14
10.4 Grants Payments and GST.....	14
11. Announcement of grants	14
12. How we monitor your grant activity.....	14
12.1 Keeping us informed	14
12.2 Reporting	15
12.3 Financial declaration	15
12.4 Grant agreement variations	15

12.5	Compliance visits	16
12.6	Record Keeping	16
12.7	Evaluation	16
12.8	Acknowledgement.....	16
13.	Probity.....	16
13.1	Enquiries and feedback	16
13.2	Conflicts of interest	17
13.3	Privacy	18
13.4	Confidential Information	18
13.5	Freedom of information.....	19
14.	Glossary	19

1. International Relations Grants Program: 2023-24 CAAR Grant Round processes

The [International Relations Grants Program](#) is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the Department of Foreign Affairs and Trade's Outcome 1. The Council for Australia-Arab Relations (CAAR) of the Department of Foreign Affairs and Trade works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#)



You complete and submit a grant application

You complete the application form and address all the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria. We assess your eligible application against the assessment criteria including an overall consideration of value with money.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with you if successful. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress, and making payments.



Evaluation of the Council for Australian-Arab Relations (CAAR) Grant Activity

We evaluate your specific grant activity and the Council for Australian-Arab Relations (CAAR) 2023-24 Grant Guidelines as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the 2023-24 Council for Australian-Arab Relations (CAAR) Grant Round.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

2. About the grant program

The **International Relations Grants Program** is an ongoing program, subject to annual budget appropriation.

The program promotes people-to people links and a contemporary and positive image of Australia and support for the Australian Government's international policy goals.

The program objectives include:

- strengthen bilateral relationships in areas of mutual interest with countries and regions
- strengthen international networks, collaboration and connections between institutions and communities to build understanding, trust, and influence.
- enhance Australian international reputation and reach through the **diaspora** in promoting our economic, creative, cultural, sporting, innovation and science and education assets, and
- increase understanding of Australians of the cultures and opportunities in each of these countries.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf) (CGRGs)¹.

The 2023-24 objectives for the Council for Australian-Arab Relations (CAAR) are to:

- ensure that the CAAR grant program aligns with the Australian Government's regional priorities, and CAAR's Strategic Framework 2022-24.
- ensure an effective and engaging program of CAAR projects; and
- pursue innovative public diplomacy and social media opportunities, to promote the CAAR and highlight the value of Australian-Arab relations.

2.1 About the Council for Australian-Arab Relations (CAAR)

This grant opportunity is part of the International Relations Grant Program (IRPG) and a commitment as part of the Council for Australian-Arab Relations (CAAR) 2023-24 Grant Round.

¹ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

To achieve its objectives the CAAR will prioritise high quality programs particularly across innovation and sustainability; social cohesion and gender equality; health and sport; and art and culture.

The intended outcomes of the grant opportunity are to:

- increase awareness in the Arab region of shared interests with Australia.
- increase awareness and understanding in Australia of the importance of the Arab region to Australia as an economic and strategic partner.
- maximise public diplomacy opportunities engaging DFAT Australian Embassies and State and Territory Offices when possible.
- build strong community and institutional relationships with Middle East and North African (MENA) countries and promote social cohesion.
- grow relationships with many Arab countries through partnering with Arab institutes to establish economic opportunities.
- increase recognition in the Arab region of Australia's expertise.

CAAR 2023-24 thematic focus and priority areas:

- Innovation and Sustainability (includes green/renewable innovations)
- Health and Sport (includes inclusivity)
- Social Cohesion & Gender Equality (includes diversity and diaspora engagement)
- Arts and Culture (includes First Nations culture and businesses)

3. Grants amount and period available

3.1 Grants available

The Australian Government has committed approximately \$429,500 in FY 2023-24, subject to appropriation, for the Council for Australian-Arab Relations (CAAR).

The grant opportunity will run from 01 December 2023 to 12 January 2024.

- The minimum grant amount is \$20,000
- The maximum grant amount is \$60,000
- Co-contribution from the applicants and other parties to strengthen an application are encouraged.

3.2 The 2023-24 Grant Round period

The maximum grant period is 12 months.

After the Grant Round closing date, assessment for applications will take a period of 8 weeks.

4. Eligibility criteria

Applicants must satisfy all eligibility criteria to be considered.

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN)
- be registered for the purposes of GST
- be a permanent resident of Australia
- have an account with an Australian financial institution

- be in the MENA (Middle East and North Africa) region
- and be one of the following entity types:
- a company incorporated in Australia
 - a company incorporated by guarantee
 - an incorporated trustee on behalf of a trust
 - an incorporated association
 - a partnership
 - a joint (consortia) application with a lead organisation²
 - a [registered charity or] not-for-profit organisation
 - a publicly funded research organisation as defined in the Glossary [add terms to Glossary]
 - an individual
 - an Australian local government body
 - an Australian state or territory government body
 - an Aboriginal and/or Torres Strait Islander Corporation registered under the [*Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006*](#).

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)
- a Commonwealth, state, territory or local government agency or body (including government business enterprises)
- an individual
- unincorporated association
- overseas resident/organisation
- any organisation not included in section 4.1
- If you are under 18 years of age.
- a previous applicant who has failed to provide a full and proper acquittal of an earlier Program grant.

4.3 What qualifications, skills or checks are required?

If you are successful, all personnel working on the grant activity or project must maintain the following checks:

- Working with Vulnerable People registration
- Working with Children
- Australian Skills Quality Authority accreditation (where relevant).

² The Australian Government recognises that some organisations may seek to form consortia to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 'Joint Applications'

5. What the grant money can be used for

5.1 Eligible grant activities

Applications must satisfy all eligibility criteria to be considered.

To be eligible your grant activity must:

- advance areas of shared political, economic, and social interest and build awareness and appreciation of each other's cultures and values.
- promote a contemporary and positive image of Australia in the MENA region.
- address one of the priority sectors identified in paragraph 2.1 (Innovation and Sustainability; Health and Sports; Social Cohesion and Gender Equality; Art and Culture).

5.2 Eligible locations:

Eligible locations include:

- Australia
- Algeria
- Bahrain
- Egypt
- Iraq
- Jordan
- Kuwait
- Lebanon
- Libya
- Morocco
- Oman
- Palestinian Territories
- Qatar
- Saudi Arabia
- Somalia
- Sudan
- Syria
- Tunisia
- United Arab Emirates
- Yemen

5.3 Eligible expenditure

Eligible expenditure items are:

- reasonable cost of economy flights and other transport
- modest (equivalent to 3-star) accommodation costs
- meals and travel allowances for the number of participants outlined in the application according to the Department of Foreign Affairs and Trade's meal and travel allowances
- communication and translation
- venue hires and catering in line with restrictions if applicable
- advertising and promotion, graphic design, photography, and printed material
- production costs, including freight and artists' wages

- participant/s attending a conference or event where the participant/s is/are a principal speaker and the event is of direct relevance to the grant opportunity (in line with current health advice and restrictions).

For activities delivered in Australia, applicants are encouraged to consider the use of an Indigenous supplier, if they intend to subcontract any of the services above. A directory of registered Indigenous businesses is available at www.supplynation.org.au.

To be eligible expenditure must be related to the delivery of the grant objectives and outcomes.

7.4 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land or vehicles
- wages
- major capital expenditure
- purchase of equipment (e.g., musical instruments, computers, videos photographic or printing equipment)
- the covering of retrospective costs
- activities which are already commercially viable in their own right
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works (including research assistants or administrative staff)
- activities for which other Commonwealth, state, territory, or local government bodies have primary responsibility (e.g., academic research, assistance to business, development assistance projects)
- scholarships to individual students, and
- already completed projects.

6. The assessment criteria

You must address all of the following assessment criteria in the application. We will assess your application based on how well you meet the criteria.

All criteria have equal weighting.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

The application form includes text limits of **150 words**.

We will only consider funding to applications that score highly against all assessment criteria.

Criterion 1 (33.3%)

The proposal contributes to the objectives of the Council for Australia-Arab Relations (CAAR)

You must demonstrate this through:

- addressing the eligibility criteria listed in paragraph 4.1 above

- identifying how the grant activity is aligned with the Council for Australian-Arab Relations objectives and at least one of the 2023-24 CAAR priority sectors. (Please refer to the CAAR 2023-24 Grant Round objectives in Section 2).

Criterion 2 (33.3%)

Proven capability and capacity of the applicant and project partner in MENA and/or Australia.

In providing a response to this criterion you should address, but are not limited to, each of the following, by outlining how your proposal:

- Is realistic, efficient, and achievable within stated time limits
- Offers prospects for ongoing, self-sustaining activities
- Represents value with money
- Establishes or build on existing links between Australia and the Arab region.

Criterion 3 (33.3%)

Potential for raising awareness of Australia in the MENA region including promoting a contemporary and positive image of Australia.

In providing a response to this criterion you should address, but are not limited to, two or more the following, outlining how your proposal:

- Includes activities that build people to people linkages
- Establishes long-term institutional linkages
- Provides social media amplification of your activity
- Involves events, public seminars, performances, exhibitions or community events in Australia or the Arab countries
- Involves Board members partaking at events or making opening statements when and where possible.

7. How to apply

Before applying, you must read and understand these guidelines and review the CAAR website.

To apply you must undertake all of the following:

- complete the online 2023-24 Grant Round application form on Smartygrants
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s on Smartygrants by the closing date and time indicated in the Grant Guidelines.

When preparing the application, bear in mind that the assessment committee may not be familiar with the applicant, the organisation, or the field of activity. As the assessment committee's recommendation will be primarily based on the information provided in the application form, ensure this document is clear, accurate, comprehensive, and focused.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately on **email:** caar@dfat.gov.au or **phone:** 02 6261 2090 or within two working days after the closing date. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you, that would change your submission after the application closing time.

You should keep a copy of your application and any supporting documents.

If you need further guidance around the application process or if you are unable to apply online contact Smartygrants on **phone:** +61 3 9320 6888 between 9am and 5pm Monday to Friday or **email:** service@smartygrants.com.au.

7.1 Attachments to the application

We require all the following documents with your application:

- a business case
- an indicative budget
- a project management plan
- a risk management plan
- evidence of funding strategy, e.g. financial statements, loan agreements, cash flow documents
- trust deed
- evidence of support from your organisation's board, e.g., CEO or equivalent.
- if you apply on behalf of a university, a letter of support from your Research Office.

7.2 Joint (consortia) applications

We recognise that some organisations may need to join as a group to deliver. If you are an organisation from the Arab region you will need to partner with an Australian organisation.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include all of the below:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity.
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group.
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

7.3 Timing of grant opportunity processes

You must apply between the published opening and closing dates. Late applications will not be accepted.

If you are successful, we expect you will be able to commence your grant activity from 1 April 2024.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	6 weeks
Assessment of applications	8 weeks (approx.)
Approval of outcomes of selection process	6 weeks (approx.)
Negotiations and award of grant agreements	1-3 weeks (approx.)
Notification to unsuccessful applicants	By late March 2024
Earliest start date of grant activity	After signing your Letter of Agreement/Contract
End date of grant activity or agreement	By 1 April 2025 (or as stated in the grant agreement)

7.4 Questions during the application process

If you have any questions during the application period, contact The CAAR Secretariat by **phone:** 02 6261 2090 or **email:** caar@dfat.gov.au.

The CAAR Secretariat will respond to emailed questions within three working days.

If you are having technical issues with your Smartygrants application, please contact Smartygrants directly on **phone:** 61 03 9320 6888 between 9am and 5pm Monday to Friday or **email:** service@smartygrants.com.au.

8. The grant selection process

8.1 Assessment of grant applications

Only eligible applications will move to the next stage. We consider eligible applications through an open competitive grant process.

If eligible, we will then assess your application against the assessment criteria (see Section 6) and against other applications. We consider your application on its merits, based on:

- how well it meets the criteria.
- how it compares to other applications when recommendations are made
- whether it provides value with relevant money.³

When assessing the extent to which the application represents value with relevant money, we will have regard to:

- the overall objective/s to be achieved in providing the grant.

³ See glossary for an explanation of 'value with money'.

- the relative value of the grant sought.
- extent to which the geographic location of the application matches identified priorities.
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives.
- how the grant activities will target groups or individuals.

8.2 Who will assess applications?

An assessment committee will assess each application on its merit and compare it to other eligible applications before recommending which grant applications should be awarded a grant. The CAAR Board members will then at a Board meeting recommend priority applications to the DFAT Delegate.

Note: Experts who are not a Commonwealth official will be required to perform duties in accordance with the [CGRG's](#).

8.3 Who will approve grants?

The DFAT Delegate is the First Assistant Secretary, Middle East and Africa Division (MAD) who decides which grants to approve, considering the recommendations of the assessment committee/[CAAR Board](#) and the availability of funds for the purposes of the grant program.

The DFAT Delegate's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded
- the terms and conditions of the grant and the length of their grant

There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of application outcomes

The Secretariat will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within 30 days of being advised of the outcome. We will give written feedback within 30 days of your request. You may request feedback on your application by sending an **email to:** caar@dfat.gov.au.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the simple grant agreement for this program.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the CAAR website.

We must execute a grant agreement with you before we can make any payments. You must not start any CAAR 2023-24 Grant Round activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the DFAT Delegate. We will identify these in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

International Relations Grant Program: Council for Australian-Arab Relations (CAAR) 2023-24 Grant Guidelines

Grant Agreement

We will send you a Grant Agreement advising that your application has been successful and providing you with an offer. You accept the offer by signing and returning the Grant Agreement to us. We consider the agreement to be executed (take effect) from the date you sign the letter.

10.2 Specific legislation, policies, and industry standards

Whilst you are required to be compliant with all relevant laws and regulations, you may be requested to demonstrate compliance. The following links will assist you:

1. [DFAT Fraud and Corruption Control in DFAT](#)
2. [DFAT Codes and Ethics Manual](#)
3. [DFAT Child Protection Policy](#)

10.3 How we pay the grant

The grant agreement will state the

- maximum DFAT grant amount to be paid.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will pay the agreed amount of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the grant activity.

10.4 Grants Payments and GST

‘CAAR payments to successful grantees will NOT be paid with GST’.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).⁴ We do not provide advice on your taxation circumstances.

All payment will be made in Australian Dollars (AUD).

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

12. How we monitor your grant activity

Grant activity is monitored through communication with DFAT with Progress Reports to gauge if the project is on schedule and social media monitoring. An Acquittal Report in Smartygrants is to be completed 60 days after the project concludes.

12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

⁴ <https://www.ato.gov.au/>

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact via **email:** caar@dfat.gov.au immediately.

You must notify us of events relating to your grant and provide an opportunity for Board members or representatives from DFAT to attend.

12.2 Reporting

You must submit reports in line with the grant agreement on the Smartygrants. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- contributions of participants related to the grant activity e.g., as per grant agreement.
- expenditure of the grant.

The amount of detail you provide in your reports should be relative to the size, complexity, and grant amount.

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity.

Final report (Acquittal report available in Smartygrants).

When you complete the grant activity, you must submit a final report in Smartygrants under the tab 'acquittal'.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted within 60 days of completion of your project in the format provided in the grant agreement.

12.3 Financial declaration

We may ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by **email:** caar@dfat.gov.au

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.6 Record Keeping

We may also inspect the records you are required to keep under the grant agreement.

12.7 Evaluation

We will evaluate the CAAR 2023-24 Grant Round to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

12.8 Acknowledgement

The program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows:

Example of Logo:  

If you make a public statement about a grant activity funded under the program, we require you to acknowledge the grant by using the following:

'This Council for Australian-Arab Relations (CAAR) and [the name of your grant activity] received grant funding from the Australian Government.'

You will need the CAAR Secretariat to approve the use of its logo and/or the acknowledgment of the Australian Government.

13. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

Any questions you have about grant decisions for this grant opportunity should be sent to:

caar@dfat.gov.au.

13.1 Enquiries and feedback

If you do not agree with the way the Department of Foreign Affairs and Trade has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually investigate a complaint unless the matter has first been raised directly with the Department of Foreign Affairs and Trade.

The Commonwealth Ombudsman can be contacted on:

Phone: (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the Department for Foreign Affairs and Trade staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial, or personal relationship with a party who can influence the application selection process, such as an Australian Government officer.
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the Department of Foreign Affairs and Trade in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict-of-interest policy on the DFAT website.

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if DFAT staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform DFAT in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict-of-interest policy on the [DFAT website](#).

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research, or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by DFAT would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament, or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents, or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the CAAR Secretariat and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor, and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research, or service delivery

- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created, or held under the grant agreement.

13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Coordinator
R.G. Casey Building, John McEwen Cres, Barton ACT 0221.

By email: FOI@dfat.agov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed, and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.

Term	Definition
decision maker	the person who decides to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10 (1) and (2) of the PGPA Act
<i>Commonwealth Grants Rules and Guidelines (CGRGs)</i>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money⁵ or other <i>Consolidated Revenue Fund</i> (CRF) money⁶ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<i>GrantConnect</i>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant selection process.

⁵ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁶ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise several lower levels, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical, and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities. • fitness for purpose of the proposal in contributing to government objectives. • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and • the potential grantee's relevant experience and performance history.